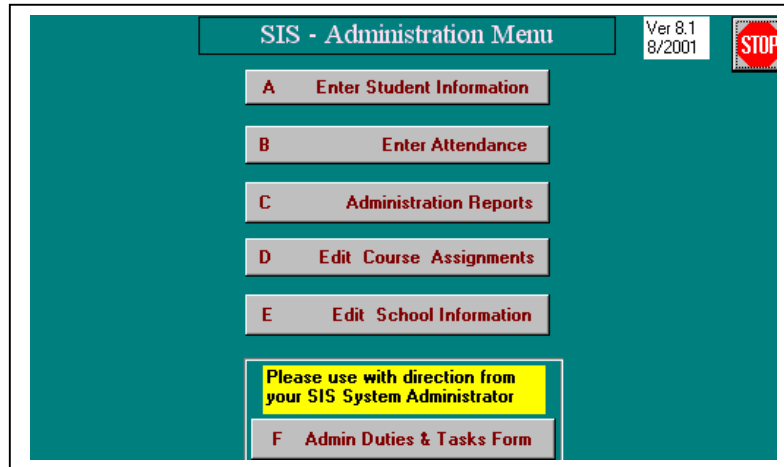


MAVEA Maine Learning Results/Curriculum Integration Project
Student Information System (SIS) – Administrative Help Manual



This is the Main Menu for Administrative Tasks

By clicking on the appropriate buttons, you will be able to:

- | | | |
|----|---|------------------------------------|
| 1. | Enter Student Information | Button A |
| 2. | Customize: your school name on reports
the list of your sending schools
the dates your school is in session
add your Instructor Names to Courses | Button E
Button F |
| 3. | Track student attendance | Button B |
| 4. | Generate administrative reports | Button C |
| 5. | View/Edit Student Course Assignments | Button D |

If you need HELP!!!

1. Check with your colleagues or your technology person/SIS administrator at school.
2. Join the SIS user forum by sending an email message to MaineSIS-subscribe@yahoogroups.com. Post a message, chances are others have the same question and other users might have solutions to offer. SIS is still under development. User feedback is the only way we have of finding out what's working and not working, and what would be good improvements to the system. Please let us know if you run into program glitches, or get new and unusual error messages.
3. Three types of SIS written directions are available – one for Instructors, one for the Administrative Menu (entering student information etc.), and one for "SIS Techies" (installation info etc). These are available online at <http://schoolswork.org>.
4. Looking for real people? Paddy Clark at 767-5210x101 or pclark@ccdme.org and/or Bill Portela at 624-6748 or william.portela@state.me.us